

CONFIDENTIAL

Report for Week Ending 2 March 1959
From
RECORDS CENTER

During the week the following accessions were made:

COMPT	3 cu ft
COMMO	4 " "
DD/P	150 " "
PERSONNEL	2 " "
OO	13 " "
OCI	7 " "
ORR	10 " "
OSI	3 " "
	<hr/>
Sub-Total:	192 cu ft
Finished Intelligence	49 " "
	<hr/>
Total :	241 cu ft

Map Negatives	1,335 cu ft
Records Holdings	29,284 " "
Distribution Material Holdings	11,945 " "
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Total :	42,564 cu ft

Distribution Material Disposed of at Center	40 cu ft
Distribution Material Transferred from Center	29 " "
Records Disposed of at Center	14 " "
Records Transferred from Center	7 " "
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Total :	90 cu ft

Accessioning and Disposal

The first shipment of maps has been received from the ORR/Map Library. This shipment involved 186 map numbers, totaling 36,065 map sheets. Although these have not been shelved as yet, it is estimated that they will occupy approximately 150 cubic feet of shelving space.

A total of 129 assembled Records Center and 25 five by eight card boxes were furnished the various offices. A check with the various BSO offices revealed that they did not have space to hold any appreciable number of these preassembled boxes.

A total of 376 cubic feet of records were destroyed during the week. This leaves an accumulation of 1,023 cubic feet in the disposal area.

Reference

The Records Center is continuing its drive to have the various offices send

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through their requests for records on the proper request form and thereby cut down on the number of phone requests.

Visitors

1

[Redacted]

PIC

[Redacted]

FBID

25X1

[Redacted]

25X1